



WAWF Version 3.0.8  
10/3/2005

# Wide Area Workflow Quick Reference Guide

## VENDOR SELF REGISTRATION

## Training & Information Sources

WAWF Production Site

<https://wawf.eb.mil>

Web-Based Training Site

<http://www.wawftraining.com>

WAWF Practice Site

<https://wawftraining.eb.mil>

Navy WAWF Overview

<http://www.acquisition.navy.mil/navyaos/content/view/full/99>

Navy WAWF Vendor Information

<http://www.acquisition.navy.mil/navyaos/content/view/full/3521>

ONR Quick Reference Guides

<http://www.onr.navy.mil/02/wawf>

DFAS Commercial Pay Handbooks & Information

<http://www.dod.mil/dfas/>

DISA Ogden Help Desk

1-866-618-5988

[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

ONR WAWF Support Line

1-703-696-1313, Option 4

[WAWF\\_Support@onr.navy.mil](mailto:WAWF_Support@onr.navy.mil)

## **NOTE TO USER:**

Personnel responsible for submitting invoices must self-register under your organization's CAGE code at the WAWF site. This document assumes that the vendor setup and workstation setup processes has been completed.

Documentation on the setup processes can be found at the following 2 links:

1. The "Getting Started for Vendors" link on the Navy WAWF site contains a checklist and forms needed. It consolidates some of what is available in the production WAWF site:

<http://www.acquisition.navy.mil/navyaos/content/view/full/3521/>

2. On WAWF home page select the following link:

[Help](#) with registration for access to WAWF

3. Each user must setup their PC as described in Setting Up Your Machine - Desktop or Wireless links under "About WAWF" in the left menu of WAWF home page.

ONR provides quick reference guides with step by step instructions for the following document types:

- Invoice as 2 in 1 (Services only)
- Invoice and Receiving Report (Combo)

These documents can be access at <http://www.onr.navy.mil/02/docs/WAWFinfo.pdf>.

It is recommended that anyone responsible for the submission of invoices, use the following training sites:

1. WAWF online training courses: <http://wawftraining.com>.
2. Data entry practice site: <https://wawftraining.eb.mil>

The following are the step by step instructions for Self-Registration:

1. Open your Internet Browser (Microsoft Internet Explorer for instance).
2. On the command line type <https://wawf.eb.mil/> and hit **Enter**.
3. Within the Right column, Click on [Self-Register](#).
4. A Warning to not the use the browser BACK BUTTON will appear. Click on **OK**.
5. You may receive a Security Alert Window. Click on **Yes**.
6. Enter Required fields and Click on **Continue** (Figure 1 ➡).

**WAWF Self-Registration**

\* indicates mandatory field

<u>F</u> irst Name*	<u>L</u> ast Name*
Annette	Marshall
<u>C</u> ommercial Telephone*	<u>D</u> SN Telephone
703-821-5190 Ext. 260	
<u>R</u> ank/Grade (Mandatory for Government Users)	<u>E</u> -mail Address*
	amarshall@orizon-inc.com
<u>J</u> ob Description*	<u>T</u> itle*
WAWF Technical Support	Analyst

Figure 1

7. Choose **User ID and Password, DoD, ECA Software Certificate** or **DoD Common Access Card** as your logon method. Once choosing a **Logon Method**, Click on **Continue** (Figure 2 ➡).

**Logon Method\***

☒ User ID and Password  
☐ DoD or ECA Software Certificate  
☐ DoD Common Access Card

Figure 2

8. Enter your **User ID\*** and Click on **Continue** (Figure 3 ➡). This example is based on the user id logon method. This step will vary for the other methods.

**Your User ID must follow these requirements:**

Minimum of 8 characters; maximum of 30 characters

May include ! # \$ ^ - \_ 1 2 3 4 5 6 7 8 9 0

Must not include spaces.

Are case sensitive. For ex. "JohnDoe" is not same as "johndoe."

**WAWF Self-Registration**

\* indicates mandatory field

User ID\*

amarshall

Figure 3

9. From the Drop Down List, Select your **Role**: Vendor or Vendor View and Click on **Continue** (Figure 4 ➡).

**Note:** Vendor role allows user to submit, modify and view data on behalf of the vendor. Vendor View role allows user to only view data for the vendor.



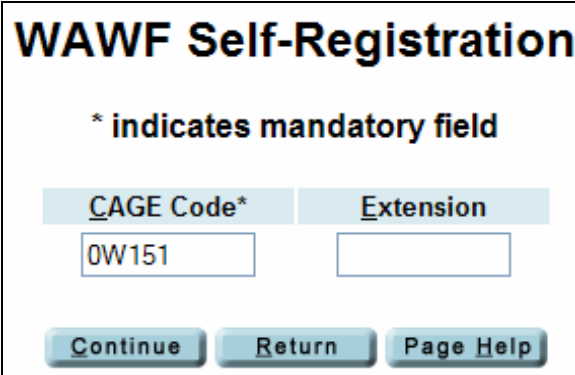
The screenshot shows the 'WAWF Self-Registration' form. At the top, it says '\* indicates mandatory field'. Below this is a light blue header with the word 'Role' centered. Under the header is a dropdown menu with 'Vendor' selected. At the bottom are three buttons: 'Continue', 'Return', and 'Page Help'.

Figure 4

10. Enter your **Cage (or location) Code**\* and Click on **Continue** (Figure 5 ➡).

NOTE: Should the WAWF system not recognize a CAGE Code, contact WAWF Customer Support and ask them to activate your CAGE Code for use in WAWF.

In step 11 you will be able to specify additional cage codes.



The screenshot shows the 'WAWF Self-Registration' form. At the top, it says '\* indicates mandatory field'. Below this are two input fields: 'CAGE Code\*' and 'Extension'. The 'CAGE Code\*' field contains the text '0W151'. At the bottom are three buttons: 'Continue', 'Return', and 'Page Help'.

Figure 5

11. User Profile and Role Information is displayed. If needed, additional roles or cage codes may be added.

If information is correct, Click on the STATEMENT OF ACCOUNTABILITY Checkbox and Click on **Register Now** (Figure 6 ➡).

WAWF Self-Registration

\* indicates mandatory field

Profile Information

First Name	Last Name	Commercial Phone	DSN Phone	E-mail	Rank	Title	Job Description	Action
Annette	Marshall	410 721 2828		ubeast.sdc@comcast.net		Tech	Tech	

User ID

amarshall

Action

Role Information

Role	Group	Code	Extension	Action
Vendor	0W151	0W151		 

☐ STATEMENT OF ACCOUNTABILITY\*

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

Register Now

Cancel

Page Help

Figure 6

12. Once Registration is completed (Figure 7 ➡), Click on **Home** (within the left column).

When you have finished registering, you will be sent an automatic e-mail notification that your registration is successful. Record the User ID (for certificate users) or the one-time password (for User ID/password users) that the e-mail assigns to you.

WAWF Self-Registration

Thank you for registering for Wide Area Workflow. You will receive an e-mail containing your user ID. Once you have been activated by an administrator, you will receive another e-mail notifying you of the role(s) for which you have been activated. This e-mail will contain a one-time password. If you have any questions, please contact the Customer Support.

Profile Information

First Name	Last Name	Commercial Phone	DSN Phone	E-mail	Rank	Title	Job Description
Annette	Marshall	410 721 2828		ubeast.sdc@comcast.net		Tech	Tech

User ID

amarshall

Role Information


Role	Group	Code	Extension
Vendor	0W151	0W151	

Page Help

Figure 7

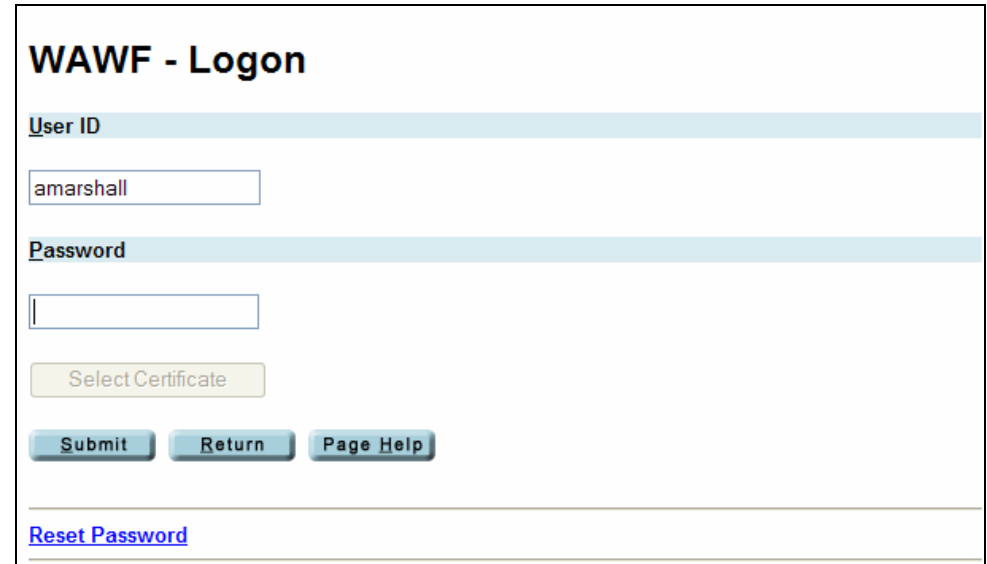
13. When you receive the e-mail notification that you have been activated by your Group Administrator or WAWF Customer Service, you can use your new **ONE-TIME PASSWORD** to log onto WAWF and create documents. Go to WAWF home page, Click on [Logon to WAWF](#) (*Registered user only*).

**Note:** Vendors with multiple invoice preparers have established a WAWF Group Administrator (GAM) to manage their WAWF users..

14. Enter your User ID and Password and Click on  (Figure 8 ➡).

You will immediately be prompted to change the one-time password to a password you can remember easily.

[Logon to WAWF](#) (Registered user only)  
[Self-Register](#) to use WAWF (New users)\*  
[Help](#) with registration for access to WAWF



The image shows a web form titled "WAWF - Logon". It has two main sections: "User ID" and "Password". The "User ID" section has a text input field containing "amarshall". The "Password" section has a text input field. Below these fields is a "Select Certificate" button. At the bottom of the form are three buttons: "Submit", "Return", and "Page Help". Below the buttons is a link labeled "Reset Password".

Figure 8

15. Congratulations! You have completed your **WAWF Self-Registration**.